FET
Family Engagement Tool

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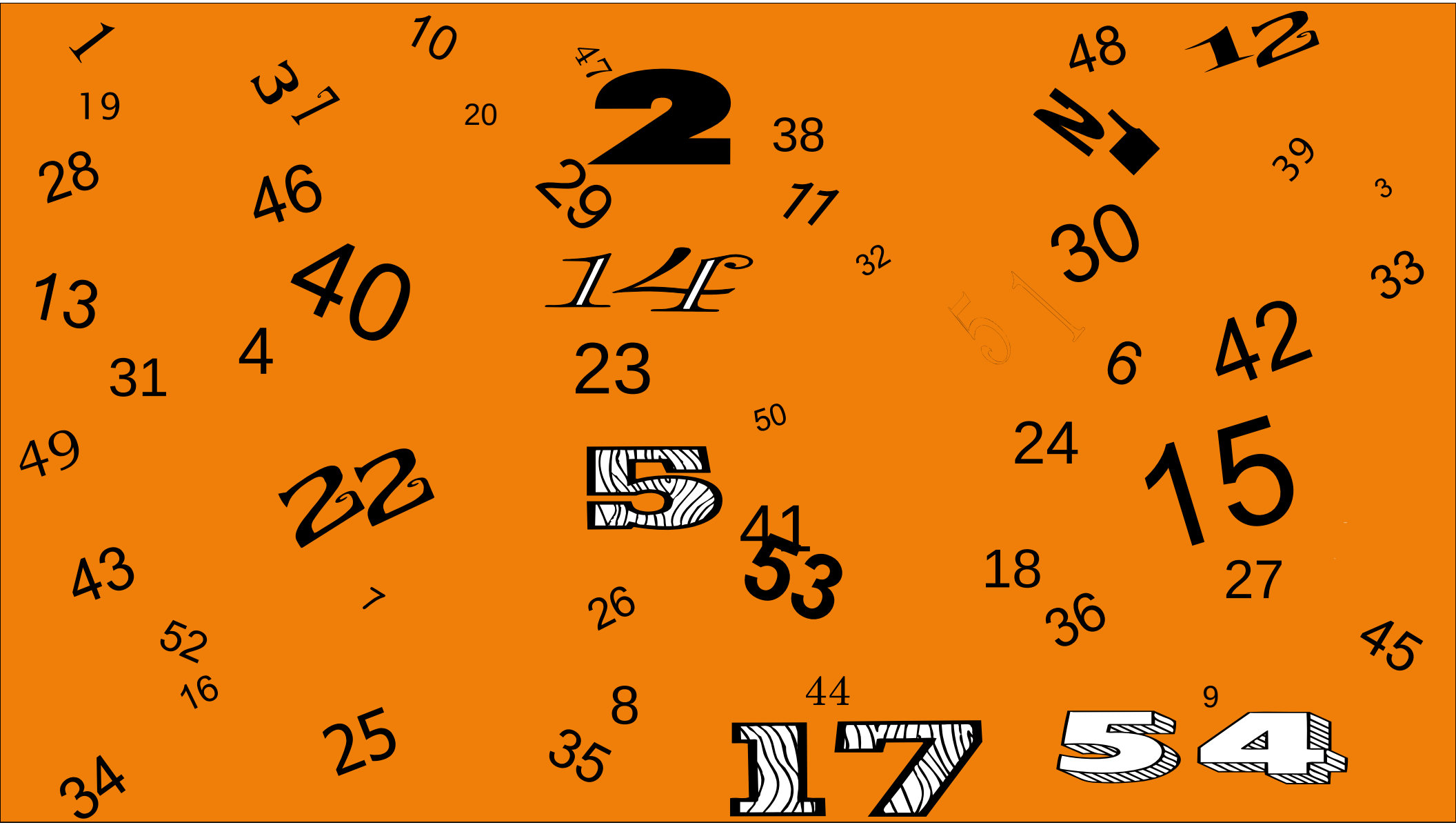
"If you think small things don't matter, try spending the night in a room with a mosquito." – The Dalai Lama

Chad Schmidt - Principal

- **Parental Advisory Committee**
- *Coffee/Donuts with the Principal (Teacher)
- *Welcoming to School – Car rider line
- *Goal setting with the Parent at Parent – Teacher Conferences
- *Adopt a Partnership Philosophy
- *Parents are accessible to other parents
- *Advisory system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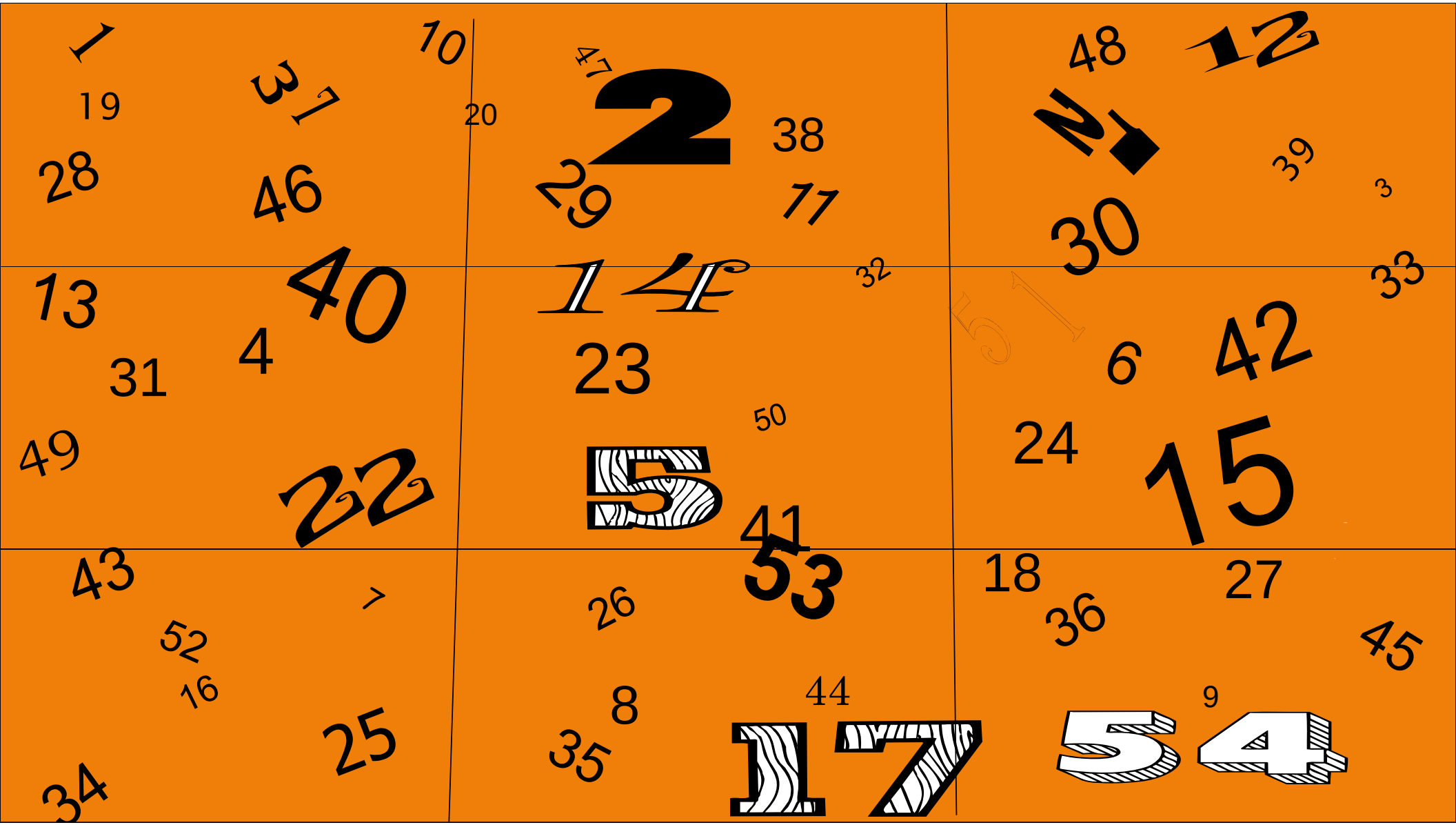
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Importance of a Common Language

- “The teachers are communicating better with the students. The planning meetings are better and the language is better.”
- “I think it gives all the staff a common language to address anything that is happening in the school.”
- “I have seen, because of the common language, it has helped parents at home.”
- Westgate Research

Family Engagement Tool
A Step-by-Step Guide for Districts

Working to Improve Family Engagement in their Schools

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The School Community Network

We're in the business of connecting classrooms to kitchen tables.

The School Community Network, designed and developed by the ***Academic Development Institute***, offers a suite of ***family engagement services*** and a ***Resource Library*** that work to evaluate and fortify current family engagement practices and assist teams in their work to build and strengthen ***learning environments at school and at home*** where students thrive.

The School Community Network's Suite of Services

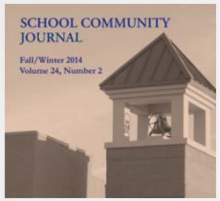
ADI – Linking research to practice to assist families, schools, and communities with children's academic and personal development since 1984
www.adi.org

Solid Foundation – The School Community Network's elite, web-based family engagement model for pacesetting school communities
www.schoolcommunitynetwork.org/SF.aspx

School Community Index – Survey-based data, unique to your school, to inform family engagement planning
www.schoolcommunitynetwork.org/SCI.aspx

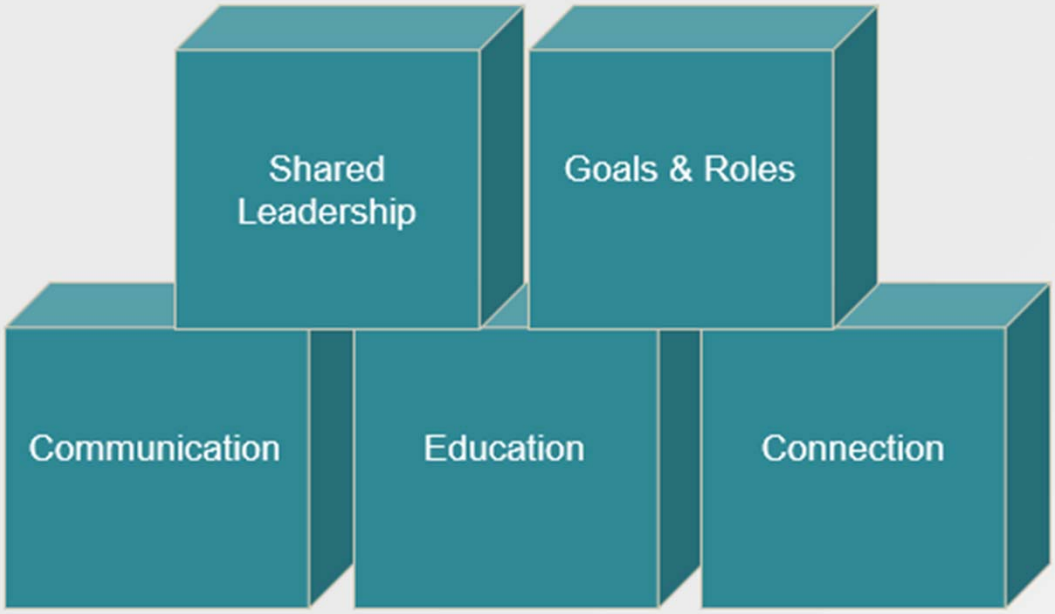
Family Engagement Tool – Web-based process to evaluate current family engagement practices and plan for improvement
www.schoolcommunitynetwork.org/FET.aspx

Other Services – Services delivered to your school team through on-site trainings in proven strategies to give schools a focused approach in specific areas of family engagement
www.schoolcommunitynetwork.org/OSS.aspx



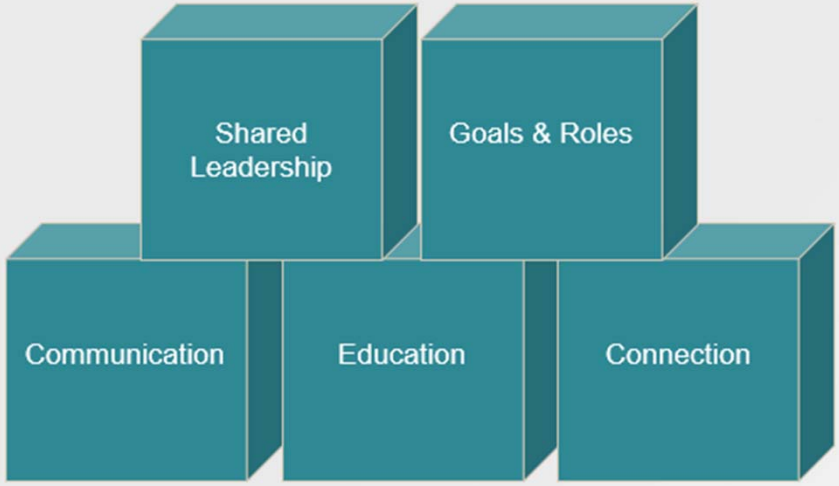
The School Community Journal – A free, open access refereed journal that includes research and field reports related to the school community of teachers, students, parents, and staff
www.schoolcommunitynetwork.org/SCJ.aspx

The School Community Network's Building Block Framework



Our program components, tools, and resources are organized by Building Block to make it easier to match tools and resources with family engagement objectives and planning.

School Community Network's Building Block Framework Defined



Shared Leadership and ***Goals & Roles*** offer the best results when supported by ***Communication, Education, and Connection***

Shared Leadership
Families, teachers, and administrators acting together in decision making – especially in areas where responsibilities of school and home overlap

Goals & Roles
Written, agreed-upon guidelines that establish a course of evidence-based practices which students, teachers, and families will follow together to create and maintain a unified system that supports student success

Communication
Ongoing conversations; interactive communication among the families, students, and teachers that builds relationships based on trust and makes collaborative work possible

Education
A learning community for everyone – families, students, teachers, school staff, and volunteers – where members are provided with education opportunities that build their capacity to fulfill their roles and responsibilities

Connection
Face-to-face association (families-school staff and parent-parent) with opportunities to form common understanding and engage in common experiences

Training Packet

RESOURCES

- School Community Network
- http://www.schoolcommunitynetwork.org/feto.aspx
- PIN 81675
- www.schoolcommunitynetwork.org
- FET

The Family Engagement Tool

More than a tool…it's a complete tool kit

The Family Engagement Tool (FET)

Congratulations on your decision to support the Family Engagement work of schools by providing the Family Engagement Tool and Resource Library for schools to use.

FET is a ***web-based process*** used to conduct a ***self-assessment*** of current ***family engagement practices.***

which helps school teams to create ***a needs-based plan*** tailored to the unique characteristics of their school community.

FET's ***Resource Library*** provides planning tools, rubrics, workshop materials, and course curricula to help bring the vision into view.

The Family Engagement Tool

The State's Role

The State's Role

- Inform districts about FET
- Promote its adoption
- Make FET links and user guides available to districts and schools by posting them to the state website
- Stay informed about the progress of the schools

The Family Engagement Tool

The District's Role and Process

The District's Role

- Inform schools about FET
- Enroll schools in FET
- Review the progress of the school teams
- Provide support and guidance when needed

Step 1: Designate a district person to coordinate the implementation of FET in the schools.

- Review schools' progress
- Review schools' work
- Provide support and guidance to schools as needed

Step 2: The district contact person enrolls for the district's FET administrative account.

www.schoolcommunitynetwork.org/FACE/Enrollment/Enrollment.aspx

The superintendent receives an email notification that the district has been enrolled and login credentials will arrive soon

The superintendent and district contact receive the district's login credentials

The district contact logs into the district site to verify accuracy of account information

Step 3: The district contact completes the Distance Learning session for districts.

www.schoolcommunitynetwork.org/feto.aspx (District PIN: 81675)

Step 4: The district contact reviews the District User Guide and School User Guide.

Step 5: The district contact person communicates with the schools' principals about the Family Engagement Tool.

- Notify them of the decision to provide FET and its resources to assist them with their family engagement work
- Alert them of their future enrollment in the FET and their login credentials will be sent from the School Community Network
- Make the Distance Learning link and PIN available to the schools' principals www.schoolcommunitynetwork.org/feto.aspx (School PIN: 95281)
- Encourage principals to complete the Distance Learning sessions before assembling their teams

Step 6: The district contact person enrolls schools in FET.

Using the District/Organization Login button on the School Community Network website (www.schoolcommunitynetwork.org)

- The principal receives an email notification that the school has been enrolled and their school's login information will arrive soon
- The principal then receives an email with the school's login credentials and Distance Learning information

Step 7: The district contact person uses the district administrative site to assist schools in their family engagement work.

Using the District/Organization Login button on the School Community Network website (www.schoolcommunitynetwork.org)

Review schools' progress

Review schools' work

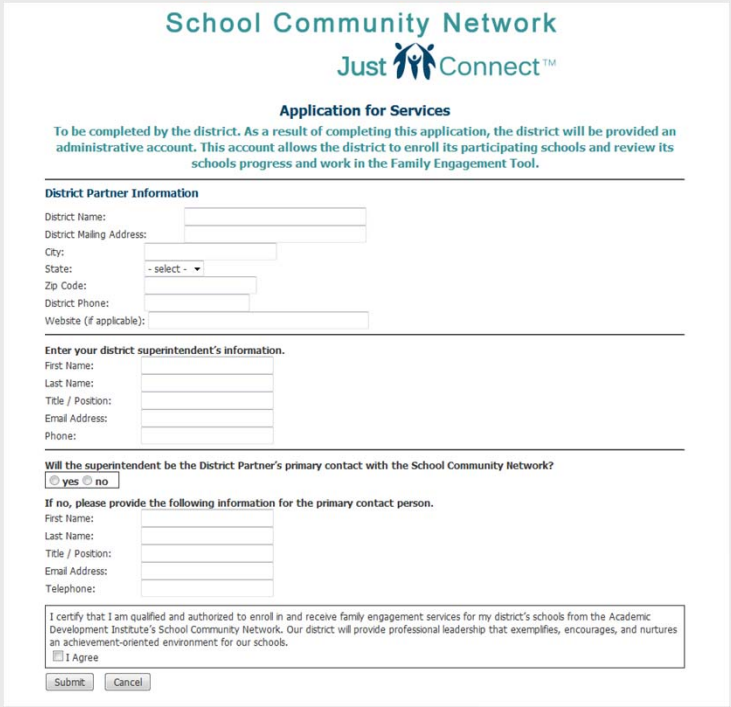
Offer support and guidance when needed

The Family Engagement Tool

The Mechanics for Districts

Enrolling for the District's Administrative Account

Access the district enrollment form



School Community Network

Just Connect™

Application for Services

To be completed by the district. As a result of completing this application, the district will be provided an administrative account. This account allows the district to enroll its participating schools and review its schools progress and work in the Family Engagement Tool.

District Partner Information

District Name:
District Mailing Address:
City:
State: - select -
Zip Code:
District Phone:
Website (if applicable):

Enter your district superintendent's information.

First Name:
Last Name:
Title / Position:
Email Address:
Phone:

Will the superintendent be the District Partner's primary contact with the School Community Network?

yes no

If no, please provide the following information for the primary contact person.

First Name:
Last Name:
Title / Position:
Email Address:
Telephone:

I certify that I am qualified and authorized to enroll in and receive family engagement services for my district's schools from the Academic Development Institute's School Community Network. Our district will provide professional leadership that exemplifies, encourages, and nurtures an achievement-oriented environment for our schools.

I Agree

Submit Cancel

www.schoolcommunitynetwork.org/FACE/Enrollment/Enrollment.aspx

Completing the application

- The Superintendent's information is required

Contact Person

- The person designated to support the work of schools using FET

Login Credentials :

When the district is enrolled the superintendent and district contact both receive notification of the district's enrollment.

Within two working days of the district's enrollment, the School Community Network will direct an email notification to the superintendent's and district contact's inboxes that includes the district's login credentials and other information related to the use of the Family Engagement Tool.

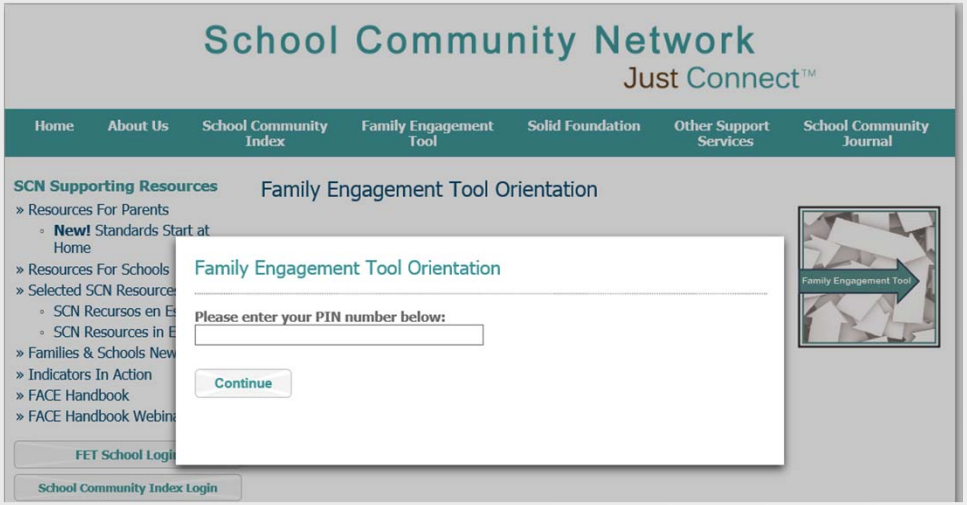
Note: *The superintendent is at liberty to share the district's login credentials with a district person designated to maintain the district's site or assist in supporting the work of schools using the FET.*

Completing the Distance Learning for Districts

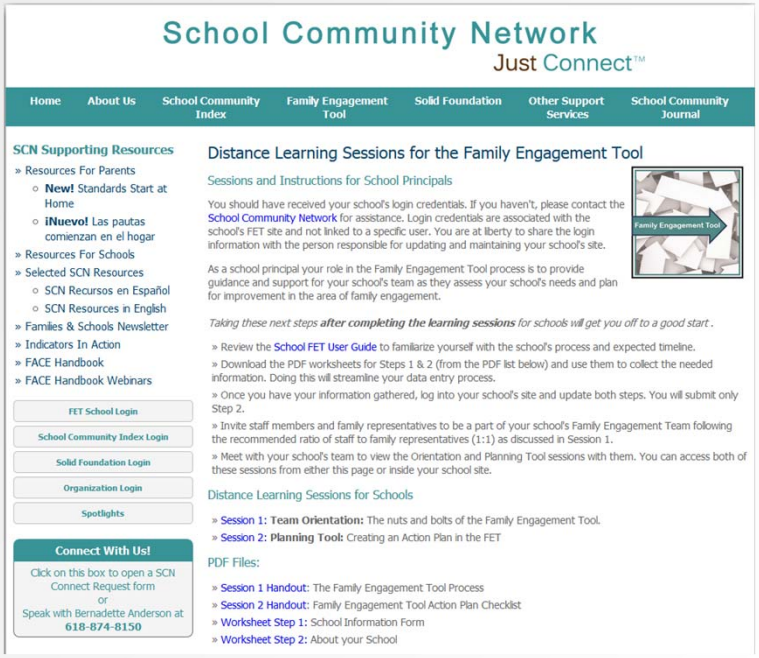
Access the Distance Learning sessions for districts.

(**Link:** www.schoolcommunitynetwork/feto.aspx **District PIN**: 81675)

Distance Learning link for districts
http://www.schoolcommunitynetwork.org/FETO.aspx



Enter District PIN: 81675



Accessing the District's Site

Verify District Information

Enroll Schools

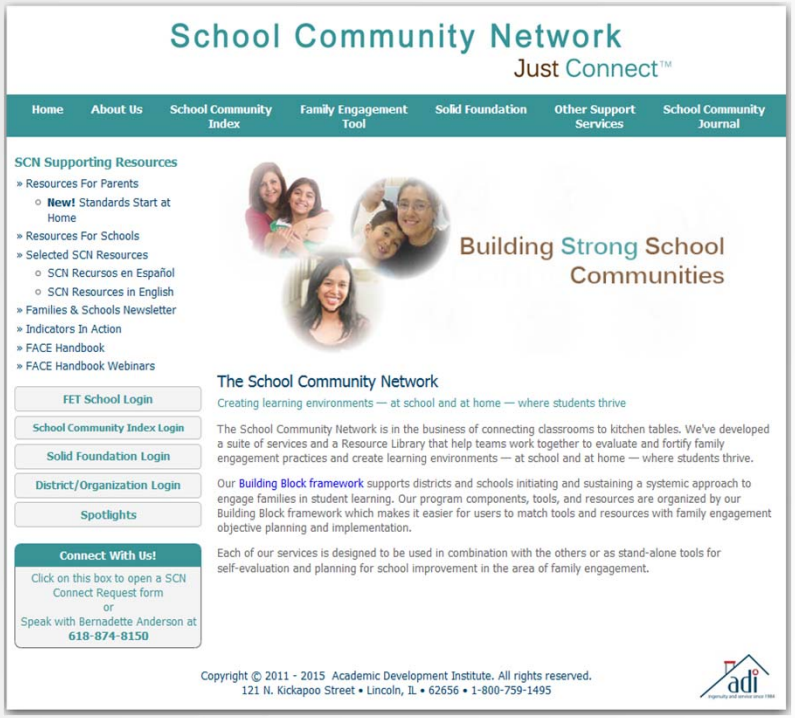
Review the Schools' Work

View School Progress

Accessing the district's FET Administrative site

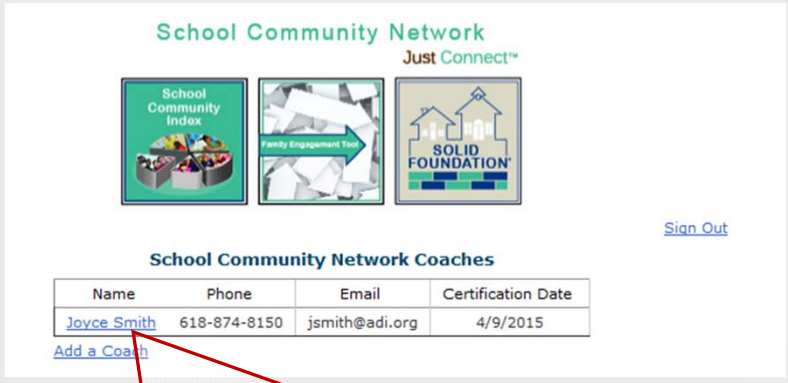
http://www.schoolcommunitynetwork.org

District/Organization Login

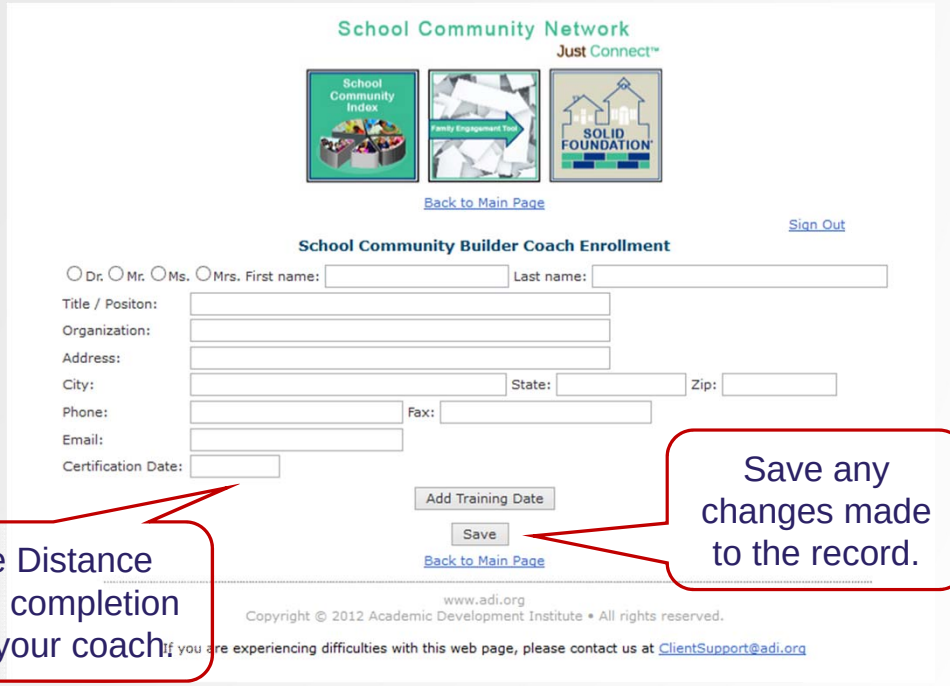


District Admin Account Set up: Verify accuracy of the coach's information

The coach is the person that guides and supports the school through the process. ***Selecting a coach is required in the school registration process.***



Clicking on the coaches name in the Coaches grid opens the coaching form where the coaches information can be edited.



Enter the Distance Learning completion date for your coach.

Save any changes made to the record.

District Admin Account Set up: Verify accuracy of the district's information.

***Selecting a district is required** in the school registration process.*

Districts

District Name	Address	City	State
ADI	3131 State Street	East St. Louis	IL

Clicking on the district name in the Districts grid opens the district form where the district information can be edited.

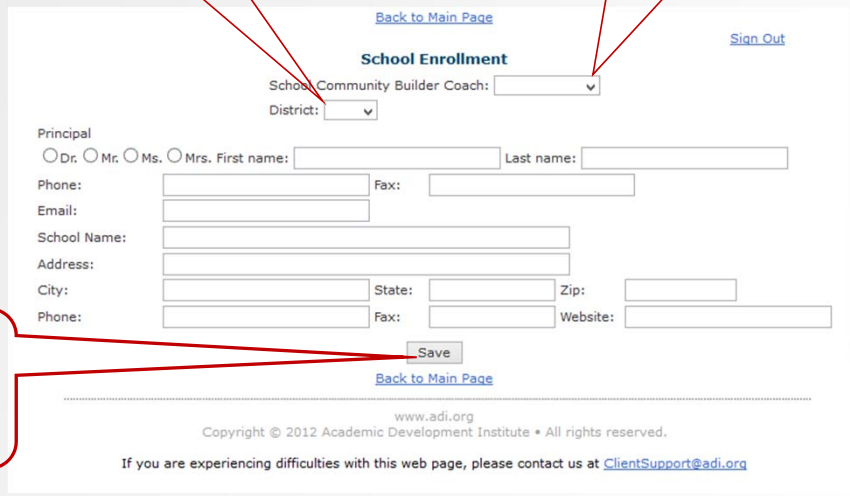
Save any changes made to the record.

Enrolling Schools:

Clicking on the “School Info” link opens the school record for editing.

Select the district.

Select the district’s coach.



Clicking on the “Add a Partnering School” link opens the school form to enroll a new school.

Save any changes made to the record.

School Notifications

When the school is enrolled the Principal receives notification of the school's enrollment.

Within two working days of the school's enrollment, the School Community Network will direct an email notification to the Principal's inbox that includes the school's login credentials and other information related to the use of the Family Engagement Tool.

Note: *The Principal is at liberty to share the school's login credentials with a person designated to keep the school's FET site updated.*

Viewing the schools' work

Partnering Schools

FET Statistics

Coaching Comments	School Info	School Name	Coach	Index Enrolled	FET Enrolled	Final FET Report	SF Enrolled
SF Coaching Comments	School Info	ADI School	Denice Comstock	9/16/2011		Final FET Report	9/16/2011
SF Coaching Comments	School Info	path 3 survey	Denice Comstock			Final FET Report	10/12/2011
SF Coaching Comments	School Info	Lincoln School	Denice Comstock	10/12/2011		Final FET Report	10/12/2011
SF Coaching Comments	School Info	ADi School	Denice Comstock			Final FET Report	5/31/2012
SF Coaching Comments	School Info	ADI Middle School	Denice Comstock		6/25/2012	Final FET Report	
SF Coaching Comments	School Info	Bob's really hard school	Denice Comstock		8/7/2012	Final FET Report	
SF Coaching Comments	School Info	Test School	Denice Comstock	9/12/2012		Final FET Report	
SF Coaching Comments	School Info	ADI Test School	Denice Comstock	1/5/2014	9/23/2013	Final FET Report	2/26/2015
SF Coaching Comments	School Info	name	Denice Comstock		4/1/2015	Final FET Report	
SF Coaching Comments	School Info	Metro-East Charter School	Bernadette Anderson			Final FET Report	

Add a Partnering School

www.adi.org

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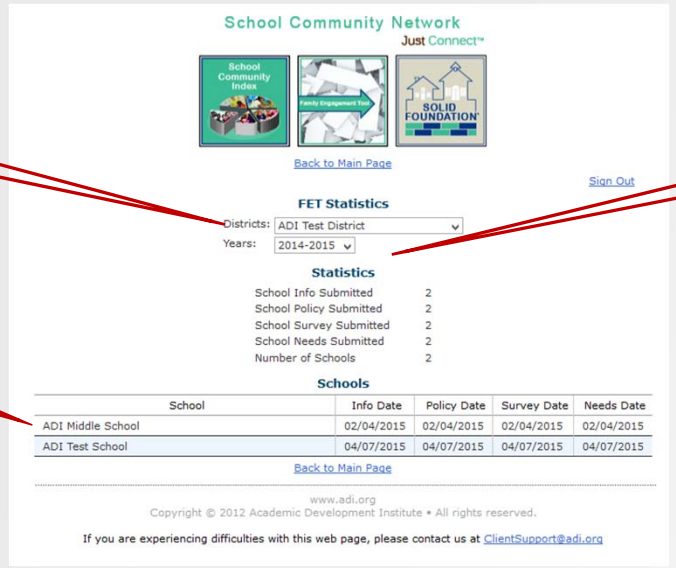
If you are experiencing difficulties with this web page, please contact us at ClientSupport@adi.org

Click on the FET Statistics link to view steps completed to date by each school.

Click on the school's FET Final Report link to view a PDF of the work completed by the school after their cycle closes.

Click on the school's FET Enrolled date link to access the school's Main Menu and view their work.

Viewing the schools' progress:



Select your district.

Each school's progress is displayed in this grid.

Select the school year for the report you want to view.

Overview of the School's Process

The FET School Process Overview

The Principal receives the school's login and Distance Learning information.

The Principal completes the Distance Learning sessions and FET Steps 1 & 2.

The Principal gathers school documents for the Team to use in the document analysis.

The Principal invites staff members and family representatives to be a part of the school's FET Team.

The Principal schedules a meeting and meets with the team to view the Distance Learning sessions. The Team receives copies of policy documents and PDFs of completed Steps 1 & 2.

Step 3: The Team reviews and scores policy documents using the School Community Network rubrics:
- District Parent Involvement Policy
- School Parent Involvement Policy
- School Compact
- Homework Guidelines
- Student Report Card Evaluation
- Classroom Visit Procedures

Step 4: The Team members complete the School Community Survey individually, discuss the survey questions together, and by consensus enter a consensus response in FET's Step 4.

Step 5: The Team completes their Needs Assessment using information gained in the previous steps.

The Team uses the Planning Tool to create an action plan, assign tasks, track progress, and record outcomes.

The team uses the Resource Menu's planning tools, rubrics, workshop materials, and course curricula to help plan improvement strategies that are designed to meet their school's goals and objectives.

The FET Timeline

FET Recommended Timeline for Schools

FET Step	Step Description	Completed by	Time Estimate
	Download the worksheet PDFs and use them to gather data needed for Steps 1 & 2.	The Principal	.75 hours
1&2	Using the completed worksheets, enter the gathered data into Steps 1 & 2 and submit Step 2.	The Principal	.75 hours
	Gather the school's policy documents and make a copy of each document for each team member to use in their Document Analysis in Step 3.	The Principal	.5 hours
3	Download and print the PDF rubric worksheets. Use them in the document review to score each policy document.	FET Team and Principal	1.5 hours
4	Download and print a PDF worksheet for each team member to complete independently. During the meeting discuss the survey questions to arrive at a consensus score for each question. Select a team member to enter the team's (consensus) response into the system.	FET Team and Principal	2 hours
5	Informed by the Document Analysis and Survey, complete the school's Needs Assessment.	FET Team and Principal	1.5 hours
6	Informed by the Needs Assessment, use the Planning Tool to create a plan for improvement in the area of family engagement.	FET Team and Principal	The balance of the 2-year FET cycle
	Access the rich resources in the Resource Library and use them in the planning and execution of improvement strategies. Distribute the work; execute the plan; track progress; and record outcomes using the Planning Tool.	FET Team and Principal	

The School Principal's Role and Process

The Principal's Role

Provide guidance and support for the school's team as they assess the school's needs and plan for improvement in the area of family engagement

Part 1: The Principal receives information from the district contact person.

- Alert that the school will be enrolled in FET and login information will be sent from the School Community Network by way of an automated message
- The School's Distance Learning link and PIN
  (**Link:** www.schoolcommunitynetwork/feto.aspx **School PIN**: 95281)
- Instructions to complete the Distance Learning sessions for schools before assembling the school FET Team

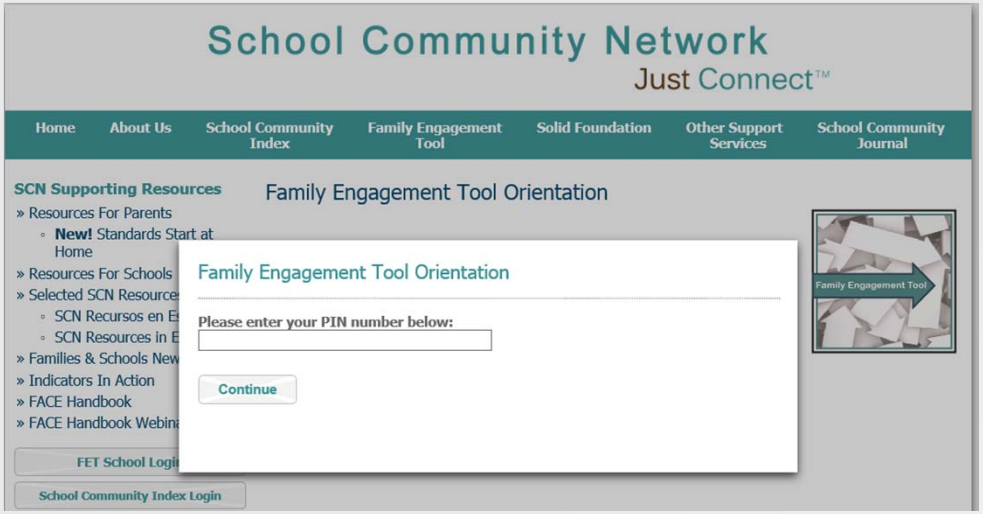
Part 2: The Principal receives information from the School Community Network when the school is registered by the district.

- Notification that the school has been registered and login information will arrive soon
- Login Credentials for the school's FET site
  (Please share this information with those who need access to keep the school's site updated.)
- Additional FET Instructions
- Distance Learning information

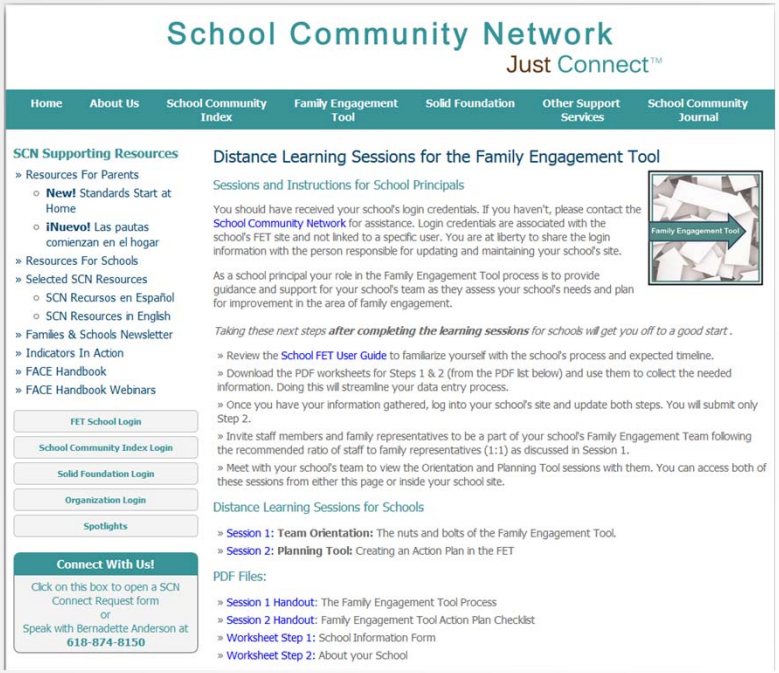
Part 3: Complete the Distance Learning Sessions for schools.

(**Link:** www.schoolcommunitynetwork/feto.aspx **School PIN**: 95281)

Distance Learning link for schools
http://www.schoolcommunitynetwork.org/FETO.aspx



Enter School PIN: 95281



Part 4: The Principal completes Steps 1 & 2 of the FET.

Download the Worksheet pdf for Steps 1 & 2

(This can be done from either your school's site or from the Distance Learning for Schools page.)

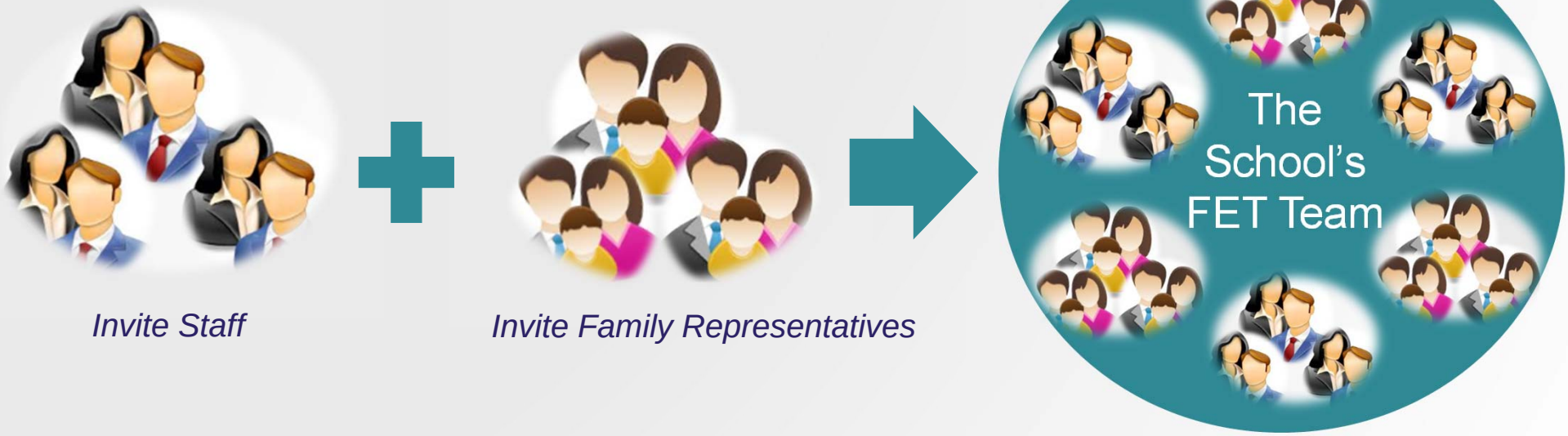
Use the worksheet to gather data needed to complete both steps

Enter your data into both Steps 1 & 2 and submit Step 2

Part 5: Gather your school's policy documents for the school team to use in the Document Analysis (FET Step 3).

- District Parent Involvement Policy
- School Parent Involvement Policy
- School Compact
- Homework Policy
- Student Report Card
- Classroom Visit Policy

Part 6: Invite staff members and family representatives to be a part of your school's FET Team.



Invite Staff

Invite Family Representatives

(Follow the recommended staff to family representative ratio of 1:1 as discussed in Session 1 of the Distance Learning.)

Part 7: Schedule a meeting with the FET school team and prepare to meet with them.

- Print the PDFs of your completed Steps 1 & 2
  (These can be found inside each of the completed FET steps)
- Make a copy of both completed Steps 1 & 2 for each team member
- Print a set of the school's policy documents for each team member
  (Gathered in Step 4)

Part 8: Meet with your school's FET Team.

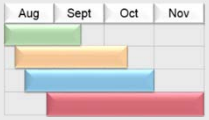
- View both the Orientation and Planning Tool videos with the Team
  (Both can be viewed from your school's site.)
- Distribute a copy of each of the school's policy documents to each team member
- Distribute the copies of completed Steps 1 & 2 from the system

The School Team's Role and Process

Assessing, Planning, Executing, Evaluating, and Improving

The School Team's Role

With the principal, work together as a team to assess the school's current family engagement policies and practices in FET Steps 3 through 5



Informed by the FET Needs Assessment, create a needs-based plan for improvement in the area of family engagement designed to meet the school's goals and objectives

Distribute the work, execute the plan, track progress, and record outcomes

Expect results

Part 1: The FET Team meets with the principal.

View the Distance Learning Sessions for schools

(These can be accessed from the school's Main Menu)

Receive copies of school policy documents for the analysis in Step 3

Receive copies of the PDF reports of Steps 1 & 2

Part 2: Complete FET Steps 3 through 5.

Step 3. Conduct the analysis of the school's policy documents

(The Principal has gathered these document and prepared copies for you to use in this step.)

Step 4. Complete the School Community Survey

(Each team member should complete the survey independently. The team will gather to discuss each question and arrive at a consensus response for each question which will be entered into the system.)

Step 5. Perform the Needs Assessment

Part 3: Informed by the Needs Assessment, use the Planning Tool to create a needs-based plan for school improvement in the area of family engagement.

- Review the school's Needs Assessment
- Note areas of strength and plan improvement strategies using those strengths to move toward achieving school goals
- Note areas needing improvement and plan strategies that target those areas
- Create objectives and tasks aligned with the strategies designed to meet the school's goals
- Select FET resources to help plan and implement improvement strategies

Part 4: Execute the plan.

- Distribute the work described in the plan among team members by assigning tasks
- Meet twice a month to discuss progress and push toward completion of tasks that help meet the school's objectives and goals
- Evaluate and record outcomes in the Planning Tool as objectives in the plan are being implemented
- Adjust the plan if needed to better meet the school's goals

Celebrate success!

The Mechanics for Schools

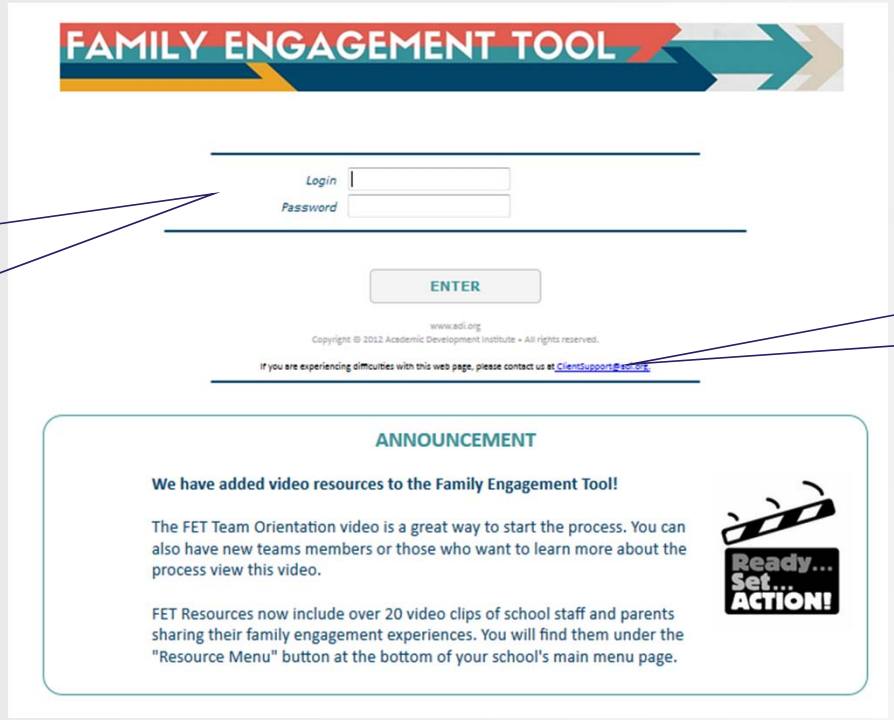
Accessing the school's FET account:

http://www.schoolcommunitynetwork.org

FET School Login

Accessing the school's FET account:

Enter the Login and Password provided by the School Community Network.



Use this link to contact us if you experience difficulty.

FET Main Menu

Things you should know…

- The FET steps are to be completed and submitted in order.
- Each step is date-stamped when the step is submitted.
- You can't skip steps -- Step 3 won't open until you complete and submit Step 2.The same is true for steps 4 and 5.
- Step 1 submits with Step 2.
- Steps 2 through 5 close upon submitting and are not editable after submitting.
- Step 1 remains open for editing throughout the cycle.

Helpful Hint…

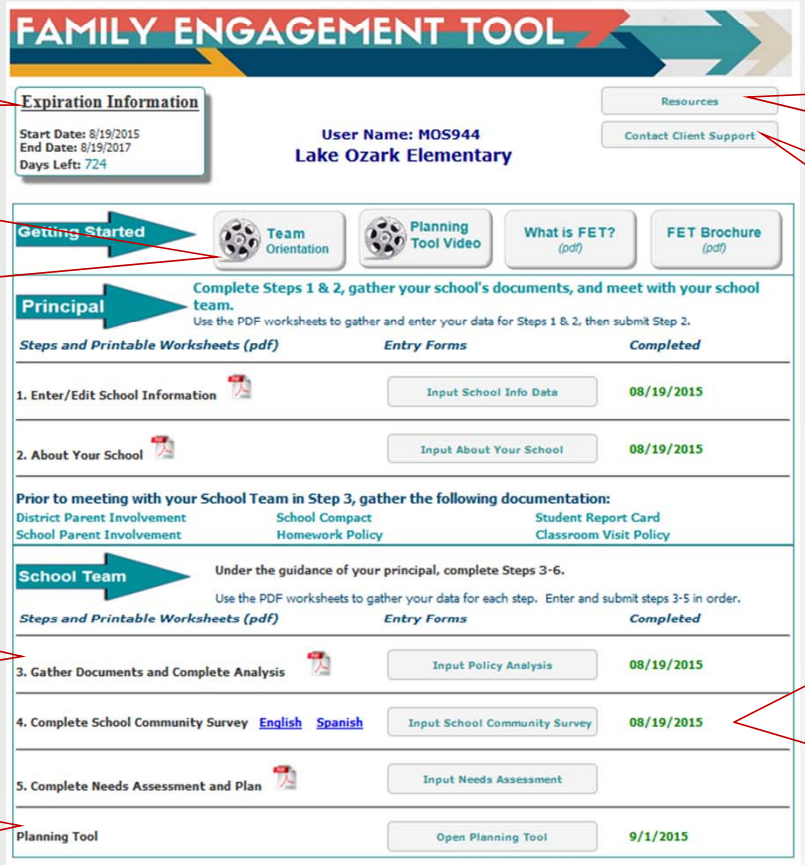
Click on the PDF icon to open the blank worksheet for each step. Print the worksheets and use them to gather the needed information before updating your school's site.

2-year cycle countdown

Use the Team Orientation video to orient new team members or as a refresher course for seasoned members.

Complete the steps in sequential order.

The Planning Tool (more details on the next page)



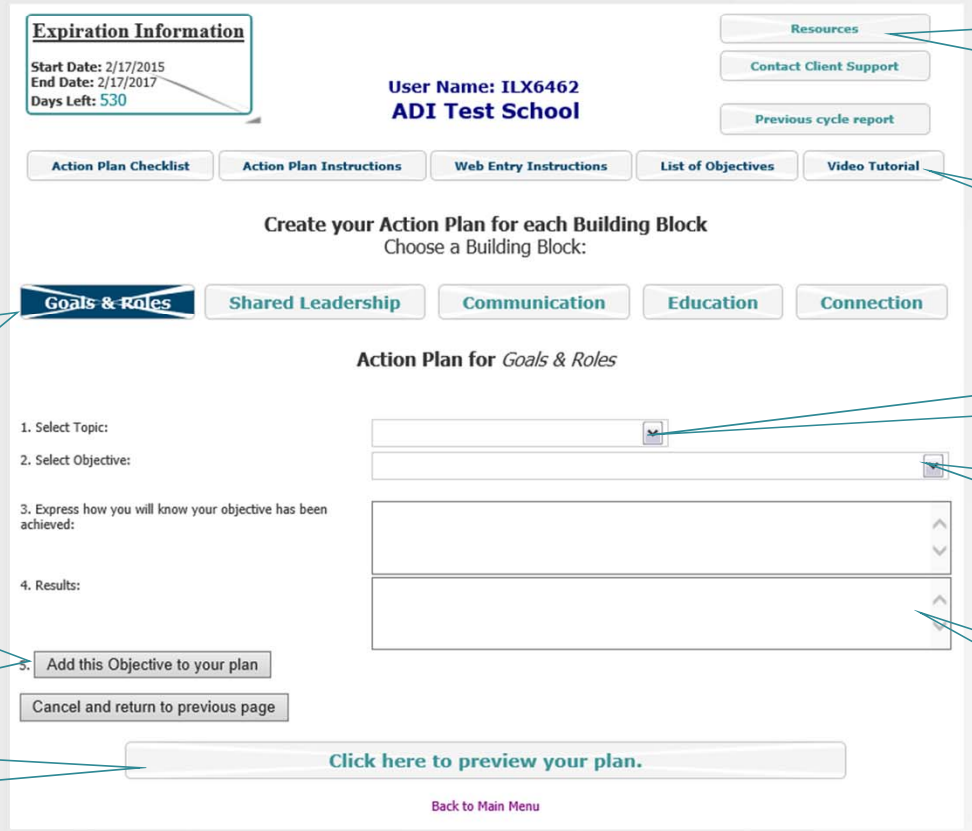
Access the School Community Network's Resource Library.

Use this link to contact us if you need assistance.

When the step is submitted:

- The step is date-stamped
- An email notification is sent to the principal and superintendent
- A PDF report of the data is attached to the email

Planning Tool



Resource Library for planning and implementing your objectives

The Planning Tool's video tutorial

Select the Building Block that is appropriate for your objective.

Select an objective **Topic** from the dropdown.

Select an objective from the dropdown or choose "Other" to write your own.

After creating your objective, click here to add your objective to the plan.

Don't forget to enter your outcomes when your objective is completed!

View/Print your plan at any time.

We applaud your commitment to improving family engagement in your school communities!

The School Community Network

Please contact us at
clientsupport@adi.org
or
jmathews@sde.idaho.gov
for assistance

Whitney Elementary

- http://www.byutv.org/watch/55fe0a3a-23ff-4fdb-965a-4b294bc46360/turning-point-whitney-elementary#ooid=92NHk4MzpG5FvlHjUEo8kXpgHI-1MO5c

Chad Schmidt - Principal

- **Parental Advisory Committee**
- *Coffee/Donuts with the Principal (Teacher)
- *Welcoming to School – Car rider line
- *Goal setting with the Parent at Parent – Teacher Conferences
- *Adopt a Partnership Philosophy
- *Parents are accessible to other parents
- *Advisory system

Anderson Elementary School